



Admissions Policy

Oporto British School is a non-selective independent school, delivering its taught curriculum in all subjects apart from Modern Foreign Languages and Portuguese History/Studies in English. Oporto British School welcomes applications from students from all backgrounds and will never refuse admission on the grounds of race, nationality or national origin, ethnicity, culture, gender, sexual orientation, religious affiliation, disability or any other personal characteristic.

Ages at admission

It is the school's policy that a student will not be admitted to Oporto British School if they are projected to be over 19 years of age before the end of May of their Form 12 year. In the case that a student's progress is such during the course of a Programme that an academic year may have to be repeated to occasion this circumstance, the Headmaster and the school's academic team will consider each case individually before renewing a student's place for the following academic year.

For the purposes of allocation to a specific year, the school's policy is that students will be admitted to the corresponding year-group according to their age, with the threshold being 15/16 September.

Offers of places

Decisions regarding offers of places at OBS are made by the Admissions Committee, chaired by the Headmaster. Representing an international independent school, the OBS Admissions Committee asserts the right to use its judgment and experience with regard to admissions arrangements and offers of places in the school.

In line with its obligations under statutory law and the terms of membership of its associations, the school will assess a prospective student's alignment with our values, his/her underlying ability to access our curriculum, both at the point of entry and beyond, not as a means academically to select students, but rather to ensure that the student may - with appropriate assistance if required - thrive, grow in confidence, contribute fully to the life of our community in line with its declared values, and be best served by what the school and community offer.

To that end, the school will ask for reports from a student's previous school, and will interview and assess all students, requiring students for entry at Form 4 (UK year 5) and above to complete a cognitive reasoning assessment prior to interview, in order to facilitate our understanding of a student's underlying abilities, strengths and needs, so that a smooth educational journey may be planned for the benefit of the applicant. Parents and schools are asked to provide full details of any particular strengths and abilities, assessed or diagnosed learning needs, gaps in education, or significant additional information pertaining to a student's wellbeing or status at the point of application. Where concerns about behaviour are referenced, these may also play a part in the school's decisions about admission. Failure to make such declarations at the time of registration may result in delays in the admissions process.

The school reserves the right to withdraw the place of a student prior to admission or following matriculation, in the event of any such known circumstances not being declared to the school at the time of assessment and interview.



The Admissions Committee will pay particular attention to such matters for applicants for admission to Secondary, with the approach of public examinations (IGCSE and IB Diploma Programme at the end of Forms 10 (UK year 11) and 12 (UK year 13), respectively.

OBS takes a holistic approach when deciding to offer a place on the IB Diploma programme; attendance, punctuality, and behaviour, along with academic achievement, will be considered along with a demonstrated commitment to preparing for, and aspiring to study the IB Diploma programme. To achieve equivalency with the Portuguese system to graduate from Form 10, we require all applicants for the IB programme to have achieved six IGCSE grades A*-C (or equivalent) at their previous school, before joining OBS to start the full IB Diploma programme. Furthermore, some IB subjects on offer have pre-requisites that should be met for a student to be enrolled on the course. These pre-requisites are available in our IB Brochure (available on request).

The school generally has two classes in each year group in Primary, and three smaller forms in each year group in Secondary. The school is committed to maintaining a balance between year group sizes and also to ensuring that class sizes do not become so large as to reduce the overall quality of the educational experience for all concerned.

All offers of places are at the Headmaster's discretion; in cases where there are more applicants than there are available spaces, the Admissions Committee will consider a range of factors when prioritising offers of places, which include (in no order) whether the applicant:

- ✓ has demonstrated an affinity with our core values
- ✓ has English as a first language
- ✓ has a sibling in the school
- ✓ holds a British passport
- ✓ has for some time attended a school where the language of instruction is English
- ✓ has demonstrated particular academic or other talent
- ✓ has completed the registration process at OBS earlier than others (date of application form and relevant payment of application fees)
- ✓ is the child of a former pupil at OBS.

Our Admissions Process timings:

The school recruits throughout the school year and recommends that interested parents complete the registration process as soon as possible if the application is for a vacancy during the current academic year, and as early as possible in the year preceding intended entry if for September entry.

Parents are asked to submit an application form via the Admissions page of our website providing information about the applicant. In case parents would like to arrange a visit to the school prior to application, please contact us.

When a formal application has been received, the applicant will be contacted with details of how to arrange for Cognitive Reasoning Testing to be carried out (if of the appropriate age) and will then be interviewed and assessed by a member of the Admissions Committee who is an educational coordinator appropriate to the applicant's age on admission. The Committee will also consider reports and assessment data from the applicant's previous school.



As English is the language of instruction in all but Modern Foreign Languages and Portuguese History, we also consider an applicant's current or foreseeable ability to access our curriculum, and to thrive in the OBS English-speaking environment, as a fundamental aspect of our admissions process. If the level of English proficiency is not of the required standard to for each key stage, the school reserves the right not to offer a place.

OBS will confirm the offer of a place, of a waiting list place, or not, as soon as possible after the assessment and interview during term time, and as soon as the Admissions Committee has had the opportunity to convene if during school holidays.

Year-groups oversubscribed

In the event that admissions for a particular year-group are oversubscribed, this will be made clear to the parents or guardians of applicants upon enquiry. If parents or guardians wish to proceed with the application process they are encouraged to do so. When it is likely that a place may become available, parents or guardians will be contacted and arrangements as above for testing and interview will be made.

Offering a place

Offers are generally made to cover the full duration of an applicant's schooling, in the hope that he or she will be happy and fulfilled at OBS, and will make a positive contribution to the life of the school. However, if we have any concerns about a pupil's suitability for progression into the following year group, or into the Secondary Section (including the transition from IGCSE to IB), these will have been raised with parents by the respective Heads of Primary/ Secondary during the year. The Headmaster reserves the right to require that a student repeat an academic year, or to withdraw a student's place in the school for the following academic year, based upon academic and / or pastoral concerns.

Upon offer of a place, final enrolment is dependent on the school having received

- ✓ proof of identity
- ✓ updated parent contact (of both parents), enrolment agreement on the part of both parents, custody documentation where pertinent, or local legal guardian contact information effective on the applicant's first day of school
- ✓ school references and reports (where applicable)
- ✓ medical information
- ✓ payment of appropriate fees
- ✓ financial clearance from the student's immediately preceding school.

Waiting list

After successful completion of the application process, testing and interview, if a year-group remains over-subscribed, the applicant may receive a waiting list offer. As time progresses and places become available, waiting list candidates will be contacted. They will be asked to confirm their agreement to remain on the waiting list from time to time. Applicants may be re-interviewed following determined periods on the waiting list and updated information about the applicant may be requested, in order to ensure that an applicant's progress has been as predicted, and that we may ensure the smoothest transition to OBS possible.



Withdrawal of a Student's Place

As much as the requirement to do so may be regrettable, the School reserves the right to withdraw a student's place for the following academic year in the following situations:

- ✓ there is a significant outstanding debt to the school;
- ✓ there are serious behaviour/discipline concerns; the student has failed to maintain appropriate academic progress, in spite of communicated concerns and plans having been put in place
- ✓ The behaviour and attitude of parents or guardians are significantly at odds with the school's expectations regarding civil behaviour towards staff and other members of the school community, whether in person or online.
- ✓ the school no longer has the resources to provide the education best suited to a student's needs in spite of all reasonable efforts.

The school will endeavour to provide parents/guardians with as much notice as possible in these situations, to allow parents the opportunity to find an alternative educational establishment.

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